

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

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HUMANRESOURCES@MANCHESTERNH.GOV



CASHIER (PARKING DIVISION)

(Announcement Number R-28-16)

Grade 9

Starting Pay: \$12.07 per hour

THE JOB:

Performs varied cash handling and clerical duties involving receiving, disbursing and accounting for funds; performs directly related work as required.

MINIMUM

QUALIFICATIONS:

Graduation from High School or possession of a GED; and some experience in general office operations; or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

NOTE: Offer of hire conditional on candidate's ability to perform essential job functions, with or without accommodation, as determined by passing a medical exam, including alcohol and drug tests and a thorough background check.

APPLICATION

PROCEDURES:

Candidates must complete a City of Manchester Employment Application available at City of Manchester website www.manchesternh.gov/jobs by the closing date to be considered.

OPENING DATE:

October 20, 2016

CLOSING DATE: Thursday, October 27, 2016

OFFICE HOURS:

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

The City of Manchester is an Equal Employment Opportunity Employer

*****PLEASE POST*****

THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST